



UNITED STATES MARINE CORPS
COMMANDING GENERAL
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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15 Nov 00

POLICY LETTER 7-00

From: Commanding General
To: Distribution List

Subj: COMBAT CENTER MAINTENANCE MANAGEMENT POLICY

Ref: (a) MCO 4790.2C
(b) CCO P5100.15F
(c) MCO P4400.150E
(d) UM 4400-124
(e) UM 4400-120
(f) TM 4700-15/1
(g) UM 4790-5

1. BACKGROUND. Per reference (a), a published set of Maintenance Management Standard Operating Procedures is required at the Major Subordinate Command level. Since various units aboard the Combat Center, directorates, divisions, sections, etc. each perform unique missions, the maintenance and supply methods used vary and do not necessarily coincide with the references. Some elements operate with standard MIMMS and SASSY systems while others procure support from commercial vendors for both maintenance and supply. This policy letter is general in nature and is not intended to address all circumstances pertinent to each unit aboard the Combat Center and is published in lieu of a required SOP as directed in reference (a). If maintenance procedures are not adequately covered by this policy letter or differ from the references, units must publish their own local policy letters, signed by proper authority, for clarification.

2. COMMAND RESPONSIBILITIES

a. Subordinate Commanders and OIC's listed as addressees will be held responsible for properly maintaining the equipment within their unit. These responsibilities will include, but are not limited to assigning ERO matrices, authorizing priorities and clarifying unit maintenance policy.

b. Subordinate commanders, OIC's, section heads, etc. will always be prepared to advise the CG, MAGTF Training Command (MAGTFTC) on the status of maintenance in their unit.

c. Publications management and control guidelines are delineated in paragraph 11.

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d. Levels of maintenance:

UNIT	EOM
Communication and Data Directorate	Economical Repair (local vendor)
Exercise Support Division	Limited Fourth echelon (A,B,C,D,E,H TAMS)
Facilities Maintenance Division	Economical Repair (B,G TAMS)
South West Region Fleet Transportation	Economical Repair (G TAMS)
Headquarters Battalion	Second echelon (E TAMS)
Marksmanship Training Unit	Limited fifth echelon (E TAMS)
Provost Marshals Office	Second echelon (E TAM's)
Combat Visual Information Center	Limited third echelon (audio/visual)

e. Sources of support:

COMMODITY	SOURCE OF SPT
Communications/Electronics (A,H&T TAMS)	CSSG-1
Engineer (B,J&U TAMS)	CSSG-1
General Supply (C,K&V TAMS)	CSSG-1
Motor Transportation (D,M&W TAMS)	CSSG-1
Ordnance (E,N&X TAMS)	CSSG-1
Nuclear, Biological, Chemical (A,B,C,H,J,K,T,U&V TAMS)	CSSG-1

3. STAFF RESPONSIBILITIES

a. Functions

(1) Director, Manpower Directorate. Responsible for oversight of publications control and distribution for MCAGCC Orders and non-technical publications.

(2) Director, Installations and Logistics Directorate. Responsible for fielding the Supply Maintenance Analysis Team (SMAT). Responsible for coordination and scheduling of SMAT and Field Supply Maintenance Analysis Office (FSMAO) inspections for units covered by this policy letter. Responsible for oversight of technical publications management.

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b. CG, MAGTFTC has limited ability to oversee the wide variety of equipment, echelons of maintenance, and CAX support that comprise the Combat Center maintenance effort. Every effort should be made at the subordinate level to standardize procedures and capture them on policy letters at the unit level. CG, MAGTFTC recognizes that many subordinate units are not staffed with the proper MOS and quantity of personnel that would be resident in more typical units. Units in these circumstances are directed to make use of directives, assist visits, training, and innovative techniques to remain in compliance with pertinent orders and directives.

4. DESKTOP PROCEDURES AND TURNOVER FOLDERS. Desktop procedures and turnover folders must be maintained by key maintenance personnel. It is recommended that this policy letter, local SOPs and policy notices be included in these folders. Reference (a), paragraph 1005 gives guidance on contents and requirements. At a minimum, personnel at the managerial or supervisor level or on inspection teams will have a desktop and/or turnover folder.

5. REPORTS. Reporting requirements to CG, MAGTFTC will be on an as needed basis. Director, Installation and Logistics Directorate and the Combat Center Inspector will levy these requirements when necessary. Policy and procedures detailing specific responsibilities for report preparation, distribution, reconciliation, and validation will be in accordance with appendix C of reference (a). Deviation from this policy must be addressed in local policy letters.

6. SAFETY. The Combat Center Safety Program is outlined in reference (b). Safe equipment and maintenance operations are due largely to supervision, positive attitudes, and adherence to basic safety procedures and common sense. Every Marine has a primary responsibility for safety. A good active safety program can assist in the attainment of the highest possible degree of safety through the prevention of ground mishaps and the conservation of personnel and material assets.

a. Each unit aboard the Combat Center will assign in writing a Safety Officer. Every effort will be made to ensure that the individual assigned receives appropriate Safety Officer training.

b. Most Technical Manuals (TM), operator manuals and Material Safety Data Sheets (MSDS) contain recommendations for the safe handling of the particular equipment or material.

7. SUPPLY SUPPORT. Policy and procedures for units supported by legacy supply systems (ATLASS and/or SASSY) can be found in the current version of references (c) through (e). The MIMMS related

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instructions for requisitioning can be found in the current version of references (f) and (g). These procedures should be followed when ordering repair parts and materials from the supporting intermediate supply activity, logistics depots, the Defense Logistics Agency (DLA), or other government sources of supply.

a. Units aboard the Combat Center not supported by ATLASS or SASSY must requisition repair parts and materials from government sources of supply through the Direct Support Stock Control (DSSC) office within the Combat Center Logistics Division in accordance with the DSSC published procedures.

b. Units requiring goods and services either not available from government sources or immediately available from open market sources at reduced cost or reduced order-ship time will procure those items using one of the following open market procurement tools.

(1) IMPAC credit card. In accordance with the current policies and procedures published by the Combat Center Regional Contracting Officer.

(2) Request for Procurement Action (DD1149), forwarded to the Combat Center Regional Contracting Officer for open purchase action.

c. Units requiring direct exchange of secondary repairables (SECREPs) will coordinate with CSSG-1 for this exchange. Prior to the SECREP exchange, funding issues must be resolved between the unit requesting the exchange and CSSG-1. The SECREP exchanges will be performed in accordance with the policies and procedures published by the Officer-in-Charge of the Repairable Issue Point (RIP) at CSSG-1.

8. TRAINING. Maintenance related training is an individual directorate, division unit or section responsibility. Each unit will implement, supervise and periodically review their training program to ensure its quality and relevance to its unit's mission. Further guidance for definitions, priorities and frequency of training is amplified in reference (a).

9. INSPECTIONS. Maintenance inspections must occur regularly at the division and section level to ensure that proper techniques, procedures and management are followed. Generally, there are two types of inspections; formal and informal.

a. Formal Inspections. Formal inspections are normally announced in advance and are conducted by an inspection team from outside the command. A prescribed checklist will guide the inspection team during the inspection and the subsequent report will

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be formulated according to the unit's adherence to the inspection checklist.

b. Informal Inspections. Informal inspections are normally conducted internally to the unit. The inspection can encompass as many or as few areas desired by the commander or OIC. An inspection checklist may be used and either oral or written reports may be rendered.

c. Further information and guidance on inspections can be found in reference (a).

10. VISITS. In addition to formal and informal inspections, a visit by FSMAO may be scheduled via the Director, Installation and Logistics Directorate. The purpose of a visit is to give the unit commander or OIC first hand knowledge of his unit's readiness and, if requested, focus in on specific problem areas. A visit may be conducted in a formal or informal manner depending on the wishes of the commander or OIC.

11. PUBLICATIONS. Each directorate, division, section, etc., is required to maintain the full allowance of publications in accordance with their unit's publication listing (PL). Each organization having its own Individual Activity Code is required to maintain its own Automatic Distribution Control, internal distribution control, inventory control and order control.

//signed//

F. M. STEWART
Chief of Staff

Distribution:
Communications and Data Directorate
Exercise Support Division
Facilities Maintenance Division
Garrison Mobile Equipment Division
Headquarters Battalion
Provost Marshal Office
Marksmanship Training Unit
Combat Visual Information Center